

~~CONFIDENTIAL~~

30 October 1962

MEMORANDUM FOR: Assistant Director, Central Reference

SUBJECT : Dissemination Outside Regular Hours

1. The whole process of dissemination of intelligence information reports (including State airgrams) is normally limited to the period Monday through Friday from 0800 to 1630 hours. If we were to continue processing each Saturday even though we limited such processing to priority categories of reports, the material available to the offices we serve would be more current. In addition we would have a going operation on Saturdays which could be enlarged at anytime in case of emergencies.

2. The staffing in the Document Division so as to operate on Saturdays can be accomplished by assignment of personnel to a Tuesday thru Saturday work week on a rotational basis. It is estimated that a complete dissemination operation on a limited basis could be handled by two (2) disseminators and four (4) clerks. One of the disseminators would also be the Document Division duty officer for that day.

3. If you approve we will begin this coverage on 3 November on an overtime basis and thereafter by assignment of six employees to a Tuesday thru Saturday five day work week.

25X1

[Redacted]
Chief, Document Division

25X1

Distribution:

Orig & 2 - Addressee
1 - DCB
1 - AB
1 - DD/Chrono

[Redacted] agreed to
discontinue this work
schedule for the month
of January. If the production
records are kept up it will
be discontinued permanently.

12/31/62

LCC.

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GROUP 1
Excluded from automatic
downgrading and
declassification